

## Substance Abuse Prevention Workforce Competency Matrix

### **What is the Substance Abuse Prevention Workforce Competency Matrix?**

It is a matrix that aligns current standardized trainings offered by New Mexico's Prevention Training System (Life Link) with current New Mexico substance abuse prevention workforce competencies.

### **Purpose:**

This training matrix was developed to match substance abuse prevention workforce competencies with current standardized trainings offered by Life Link.

### **Who can use the Substance Abuse Prevention Workforce Competency Matrix?**

Any professional wishing to increase their capacity in the area of substance abuse prevention will find this tool of value. It infuses domains and competencies identified by the International Certification and Reciprocity Consortium (IC&RC) for substance abuse prevention certification with additional areas identified by a committee of NM prevention professionals.

### **How does one use the matrix?**

The matrix is broken down into the 6 domains as identified by the IC&RC.

On the left hand side of the matrix, there is a vertical row that lists the competencies a prevention professional should possess.

The top of the matrix lists current standardized trainings.

One can look at either the trainings or a competency, and determine whether the competency is currently being met by a standardized training by seeing the box that matches up with both the competency and the training is filled with black.

If it is filled with black, the competency is being met.

If it is **not** filled with black, the competency currently is not being met.

### **Benefits of the Substance Abuse Prevention Workforce Training Matrix include:**

1. Assists prevention professionals in identifying courses that will help them achieve competence in all domains.
2. Assists in standardizing the current training offered by Life Link, giving NM preventionist common knowledge.
3. Identify gaps in the current training system.
4. Assists in prioritizing training development based on gaps identified in matrix.

### **Comments, Questions.....**

This matrix will be under constant revision. If you see something that could be added or have questions, please contact:

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**To see a complete listing of Life Link Prevention Trainings, descriptions and dates please visit:**

<http://www.thelifelink.org>

## Domain 1: Planning and Evaluation

Current Standardized courses offered by Life Link

	Evidence- Based Prevention	Infant and Early Childhood Development	Prevention Generalist Training	Synar: Merchant Ed.	Synar: Compliance Check Training	Ethics for the Prevention Professional	Evaluation Basic	Substance Abuse Series: Basic Drug Overview	Substance Abuse Series: Alcohol
<b>Competency A:</b>									
1. Needs Assessment models and procedures	X								
2. Data Sources				X	X			X	
3. Systematic data collection									
4. Evaluation systems and methods			X				X		
5. Community Resources	X						X		
6. State and federal confidentiality laws						X			
<b>Competency B:</b>									
1. Data analysis method									
2. Planning process			X				X		
3. Current prevention research and theory			X						
4. Community organization process									
5. Community resources									
6. Cultural characteristics of communication									
7. Conceptual frameworks of continuum of ATOD services (e.g. IOM phases of progression of use)									
<b>Competency C:</b>									
1. Current research-based prevention programs & practices			X						
2. Current ATOD prevention theory and practice			X						
3. Evaluation methods and procedures			X				X		
4. Cultural characteristics of communities			X						
<b>Competency D:</b>									
1. Current prevention research and theory			X						
2. Current ATOD prevention theory and practice			X						
3. Cultural characteristics of the community		X							
4. Components of effective prevention programming			X						
<b>Competency E:</b>									
1. Local state and federal funding resources									
2. Research procedures									
3. Information management systems (e.g. word processing database software and spreadsheets)									
<b>Competency F:</b>									
1. Sampling techniques									
2. Prevention evaluation designs							X		

Domain 1: Planning and Evaluation

3. Prevention research and theory			X						
4. Evaluation instruments							X		
5. How to select culturally sensitive instruments							X		
<b>Competency G:</b>									
1. ATODA prevention research and theory			X						
2. Steps of conducting an evaluation							X		
3. Systemic data collection methods									
4. Information management systems									
(e.g. word processing database software and spreadsheets)									
<b>Competency H:</b>									
1. Information management systems				X	X				
2. Systemic data collection methods									
<b>Competency I:</b>									
1. ATODA prevention theory			X						
2. Data collection and analytic methods			X						

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## Domain 1: Planning and Evaluation

Current Standardized courses offered by Life Link	Long Term Emotional Effects of Childhood Trauma	Underage Drinking						
<b>Competency A:</b>								
1. Needs Assessment models and procedures								
2. Data Sources								
3. Systematic data collection								
4. Evaluation systems and methods								
5. Community Resources								
6. State and federal confidentiality laws								
<b>Competency B:</b>								
1. Data analysis method								
2. Planning process								
3. Current prevention research and theory								
4. Community organization process								
5. Community resources								
6. Cultural characteristics of communication								
7. Conceptual frameworks of continuum of ATOD services (e.g. IOM phases of progression of use)								
<b>Competency C:</b>								
1. Current research-based prevention programs & practices	X							
	X							
2. Current ATOD prevention theory and practice								
3. Evaluation methods and procedures								
4. Cultural characteristics of communities								
<b>Competency D:</b>								
1. Current prevention research and theory	X							
2. Current ATOD prevention theory and practice								
3. Cultural characteristics of the community								
4. Components of effective prevention programming								
<b>Competency E:</b>								
1. Local state and federal funding resources								
2. Research procedures								

3. Information management systems								
(e.g. word processing database software and spreadsheets)								

#### Competency F:

1. Sampling techniques								
2. Prevention evaluation designs								
3. Prevention research and theory								
4. Evaluation instruments								
5. How to select culturally sensitive instruments								

#### Competency G:

1. ATODA prevention research and theory								
2. Steps of conducting an evaluation								
3. Systemic data collection methods								
4. Information management systems								
(e.g. word processing database software and spreadsheets)								

#### Competency H:

1. Information management systems								
2. Systemic data collection methods								

#### Competency I:

1. ATODA prevention theory								
2. Data collection and analytic methods								

## Domain 2: Education & Skill Level

Current courses offered by Life Link

Evidence-Based Prevention	Infant and early Childhood Development	Prevention Generalist Training	Synar: Merchant Ed.	Synar: Compliance Check Training	Ethics for the Prevention Professional	Evaluation Basic	Substance Abuse Series: Basic Drug Overview	Substance Abuse Series: Alcohol
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### Competency A:

1. Interview Techniques								
2. Differences in special populations and cultures								X
3. Human growth and development		X	X					

### Competency B:

1. Historical perspectives of the prevention of ATOD abuse and related problems			X				X	X
2. Theoretical approaches to the prevention of ATOD abuse and related problems								
3. Current prevention program models								
4. Effective environmental strategies				X	X			X
5. Current research in the prevention of ATOD abuse and related problems								

### Competency C:

1. Research-based prevention programs	X		X					
2. When to adapt								
3. Program effectiveness criteria								
4. Adaptive processes								
5. Professional and personal courtesy								

### Competency D:

1. The culture (i.e. history, traditions, values, family systems) of intended audience or community.		X						
2. Impact of culture on behavior, attitudes, and values			X					
3. Role of language speech and communication styles in culturally distinct communities								
4. Impact of social services policies on cultured groups								
5. Appropriate resources (agencies, persons informal/formal networks research) that can be utilized by the intended audience								
6. Power relationships within the community agency or institution and their impact on the intended audience								
7. Appropriate cultural and population materials and curricula								

### Competency E:

1. Group Dynamics																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										
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**Current courses offered by Life Link**

	Evidence- Based Prevention	Infant and early Childhood Development	Prevention Generalist Training	Synar: Merchant Ed.	Synar: Compliance Check Training	Ethics for the Prevention Professional	Evaluation Basic	Substance Abuse Series: Basic Drug Overview	Substance Abuse Series: Alcohol
<b>Competency E continued..</b>									
2. Learning styles									
3. Human growth, development and behavior		X	X						
4. Special populations, cultures & local norms and attitudes									X
5. Developing and implementing written, electronic and/or oral communications									
6. Presentation methods									
7. Group facilitation									
8. Leadership styles									
9. Conflict resolution									
<b>Competency F:</b>									
1. Effects of ATOD use/abuse on the human body									X
2. Effects of ATOD use/abuse in society								X	X
3. Similarities/differences in ATOD use among various cultures								X	X
4. ATOD health-related issues (e.g. aids, pregnancy, STDs)		X						X	X
5. ATOD risk factor			X					X	
6. ATOD protective factors			X					X	
7. Drug resistance and healthy lifestyle components (stress management, parenting, anger management, decision making)									
8. Learning styles									
9. Research regarding the causes of ATOD use/abuse/dependency								X	X
10. Disease concepts of alcoholism and other drug dependencies									
11. The continuum of care for alcoholism and other drug dependencies									
12. Aftercare and recovery issues (i.e. 12-step program)									
<b>Competency G:</b>									
1. Resources to attain materials and information relevant to the intended audience				X				X	
2. Prevention history, theory, practice, & current research			X						
3. Current, accurate ATOD information								X	



**Current courses offered by Life Link**

**Competency G continued..**

	Evidence-Based Prevention	Infant and early Childhood Development	Prevention Generalist Training	Synar: Merchant Ed.	Synar: Compliance Check Training	Ethics for the Prevention Professional	Evaluation Basic	Substance Abuse Series: Basic Drug Overview	Substance Abuse Series: Alcohol
4. Cultural and population-appropriate materials and curricula									
5. Copyright issues									
6. Electronic and print media									

**Competency H:**

1. Locating sources of quality information								X	
2. Skills and services provided by other related professionals									
3. Oral, written and electronic methods of communication							X		
4. Networking with other professionals									
5. Interagency dynamics									
6. Collaborating with other professionals									
7. Follow-up evaluation techniques related to content and process									
8. Policies, procedures, legal and programmatic limitations of related professions									
9. Federal and state confidentiality requirements						X	X		
10. Professional terminology	X		X				X	X	
11. Pharmacology addiction								X	
12. Continuum of care									

## Domain 2: Education & Skill Level

Current courses offered by Life Link

Long Term Emotional Effects of Childhood Trauma	Underage Drinking							
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### Competency A:

1. Interview Techniques								
2. Differences in special populations and cultures								
3. Human growth and development		X						

### Competency B:

1. Historical perspectives of the prevention of ATOD abuse and related problems								
2. Theoretical approaches to the prevention of ATOD abuse and related problems								
3. Current prevention program models								
4. Effective environmental strategies		X						
5. Current research in the prevention of ATOD abuse and related problems								

### Competency C:

1. Research-based prevention programs								
2. When to adapt								
3. Program effectiveness criteria								
4. Adaptive processes								
5. Professional and personal courtesy								

### Competency D:

1. The culture (i.e. history, traditions, values, family systems) of intended audience or community.	X							
2. Impact of culture on behavior, attitudes, and values	X							
3. Role of language speech and communication styles in culturally distinct communities								
4. Impact of social services policies on cultured groups								
5. Appropriate resources (agencies, persons informal/formal networks research) that can be utilized by the intended audience								
6. Power relationships within the community agency or institution and their impact on the intended audience								
7. Appropriate cultural and population materials and curricula	X							

### Competency E:

1. Group dynamics								
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### Current courses offered by Life Link

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### Competency F:

1. Effects of ATOD use/abuse on the human body		X						
2. Effects of ATOD use/abuse in society		X						
3. Similarities/differences in ATOD use among various cultures								
4. ATOD health-related issues (e.g. aids, pregnancy, STDs)		X						
5. ATOD risk factor								
6. ATOD protective factors								
7. Drug resistance and healthy lifestyle components (stress management, parenting, anger management, decision making)								
8. Learning styles								
9. Research regarding the causes of ATOD use/abuse/dependency		X						
10. Disease concepts of alcoholism and other drug dependencies								
11. The continuum of care for alcoholism and other drug dependencies								
12. Aftercare and recovery issues (i.e. 12-step program)								

### Competency G:

1. Resources to attain materials and information relevant to the intended audience								
2. Prevention history, theory, practice, & current research								

3. Current, accurate ATOD information								
<b>Current courses offered by Life Link</b>	Long Term Emotional Effects of Childhood Trauma	Underage Drinking						
<b>Competency G continued..</b>								
4. Cultural and population-appropriate materials and curricula								
5. Copyright issues								
6. Electronic and print media								
<b>Competency H:</b>								
1. Locating sources of quality information								
2. Skills and services provided by other related professionals								
3. Oral, written and electronic methods of communication								
4. Networking with other professionals								
5. Interagency dynamics								
6. Collaborating with other professionals								
7. Follow-up evaluation techniques related to content and process								
8. Policies, procedures, legal and programmatic limitations of related professions								
9. Federal and state confidentiality requirements								
10. Professional terminology								
11. Pharmacology addiction								
12. Continuum of care								

### Domain 3: Community Organization

Current Courses offered by Life Link

Evidence- Based Prevention	Infant and Early Childhood Development	Prevention Generalist Training	Synar: Merchant Ed.	Synar: Compliance Check Training	Ethics for the Prevention Professional	Evaluation Basic	Substance Abuse Series: Basic Drug Overview	Substance Abuse Series: Alcohol
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#### Competency A:

1. Community demographics								
2. Formal and informal power systems								
3. Community institutions								
4. Cultural norms								X
5. Sources for community statistics and information								
6. Information gathering techniques								

#### Competency B:

1. Formal and informal power systems								
2. Community institutions								
3. Strategies for identifying key community members								
4. Characteristics of indigenous leaders								
5. Cultural norms								
6. Intracommunity organization & communication patterns								
7. Community acknowledgment and readiness			X					

#### Competency C:

1. Strategic planning processes								
2. Consensus building								
3. Conflict resolution								
4. Group dynamics								
5. Cultural diversity								
6. Facilitation techniques								
7. Networking, coordination and collaboration								

#### Competency D:

1. Prevention history, theory and best current practice			X					
2. Cultural norms								
3. Existing ATOD and other prevention resources			X				X	
4. Effective environmental strategies								X
5. Risk and protective factor theory			X					
6. Needs assessment techniques								
7. Prioritization techniques			X					

8. Assessment and data collection techniques for measuring coalition effectiveness and changes in norms, policies and availability									
<b>Competency E:</b>									
1. Conceptual framework for the continuum of services regarding the prevention of ATOD abuse and related problems (e.g. universal, selected, indicated)			X						
2. Strategic planning process									
3. Organization and prioritization of information			X						
4. Group process (consensus building, facilitation, conflict resolution)			X						
5. Components of comprehensive prevention programs									
6. State and local ATOD and other prevention plan									
7. Cultural diversity			X						
8. Collaboration and coordination strategies									
<b>Competency F:</b>									
1. Local norms and attitudes									
2. Strengths and skills of the community									
3. Human financial resources									
4. Current history, theory and practice regarding the prevention of ATOD abuse and related problems			X						
5. Networking									
6. Collaboration									
7. Communication and active listening									
8. Training techniques									
9. Group facilitation									
10. Presentation and consultation strategies									
11. Group dynamics									
<b>Competency G:</b>									
1. Evaluate process in relation to program goals and community needs			X						
2. Program implementation, review and revision			X						
3. Assessment of program impact through process and outcome evaluation			X						
4. Mentoring techniques									
5. Training techniques									
6. Recognition of emerging community leadership									
7. Collaboration and networking									
8. Community readiness			X						









Current Standardized Trainings offered by Life Link	Long Term Emotional Effects of Childhood	Underage Drinking							
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1. Informal and formal power structures and their policies									
2. Who policy makers are and how to access them									
3. Cultural, social and organizational norms									

1. Planning process									
2. Best practices in environmental strategies		X							
3. Collaboration and networking									
4. Organizational development									
5. Structure and function of organizational and political systems									
6. Methods of initiating policy change									
7. Cultural and social norms									
8. Oral and written communication techniques/theory									

1. Formal and informal decision makers									
2. Effective prevention practice									
3. Decision making process									
4. Policy development									
5. Political context and implementation									

1. Existing media sources, target audiences and contact persons									
2. Current ATOD information									
3. Current prevention services and activities									

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## Domain 5: Professional Growth & Responsibility

Current Standardized Courses offered by Life Link

Evidence- Based Prevention	Infant and Early Childhood Development	Prevention Generalist Training	Synar: Merchant Ed.	Synar: Compliance Check Training	Ethics for the Prevention Professional	Evaluation Basic	Substance Abuse Series: Basic Drug Overview	Substance Abuse Series: Alcohol
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### Competency A:

1. Research-based risk and resiliency factors		X	X					
2. Research-based ATOD information and disease concepts of chemical dependency							X	X
3. Basic pharmacology							X	X
4. Research-based HIV/AIDS information								
5. Sexuality and human development	X							
6. Research-based sexual transmitted disease information								
7. At-risk behavior in adolescent females/males			X					
8. Research-based suicide risk factors and prevention information								
9. Research-based Fetal Alcohol Syndrome/Fetal Alcohol and Drug effects information								
10. Research-based violence prevention information								
11. Conceptual framework and theory for prevention (i.e. IOM, 6 CSAP prevention strategies)			X					
12. Prevention strategies and programs (parenting, community, peer, individual)								
13. Educational and community resources								
14. Prevention language and terminology								
15. Research publications and where to find them		X					X	

### Competency B:

1. Personal and professional courtesy								
2. Group dynamics								
3. Political process (formal and informal)								
4. Professional organizations and associations								

### Competency C:

1. State and federal confidentiality laws						X		
2. Recipient rights						X		
3. State and federal program codes of conduct						X		
4. Pertinent rules and regulations						X		
5. Health Insurance Portability and Accountability Act (HIPPA) Privacy Rule						X		



Current Standardized Courses offered by Life Link	Long Term Emotional Effects of Childhood	Underage Drinking						
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1. Research-based risk and resiliency factors								
2. Research-based ATOD information and disease concepts of chemical dependency								
3. Basic pharmacology								
4. Research-based HIV/AIDS information								
5. Sexuality and human development								
6. Research-based sexual transmitted disease information								
7. At-risk behavior in adolescent females/males								
8. Research-based suicide risk factors and prevention information								
9. Research-based Fetal Alcohol Syndrome/Fetal Alcohol and Drug effects information								
10. Research-based violence prevention information								
11. Conceptual framework and theory for prevention (i.e. IOM, 6 CSAP prevention strategies)								
12. Prevention strategies and programs (parenting, community, peer, individual)								
13. Educational and community resources								
14. Prevention language and terminology								
15. Research publications and where to find them								

1. Personal and professional courtesy								
2. Group dynamics								

3. Political process (formal and informal)								
4. Professional organizations and associations								

#### **Competency C:**

1. State and federal confidentiality laws								
2. Recipient rights								
3. State and federal program codes of conduct								
4. Pertinent rules and regulations								
5. Health Insurance Portability and Accountability Act (HIPPA) Privacy Rule								

#### **Competency D:**

1. Impacted and identified cultures and subcultures								
2. Political climate								
3. Community history and development								
4. Impacted and identified lifestyles								
5. Impacted and identified religions								
6. Grassroots networking (formal and informal)								

#### **Competency E:**

1. Self (including limitations)								
2. Culture								
3. Spirituality								
4. Community history and development								
5. Life experience unique to the community								
6. Professional, personal, and community resources								

## Domain 6: Program Management and Supervision

Current Standardized Courses offered by Life Link	Evidence-Based Prevention	Infant and Early Childhood Development	Prevention Generalist Training	Synar: Merchant Ed.	Synar: Compliance Check Training	Ethics for the Prevention Professional	Evaluation Basic	Substance Abuse Series: Basic Drug Overview	Substance Abuse Series: Alcohol
<b>Competency A:</b>									
1. Communication strategies									
2. Presentation techniques									
3. Meeting/group facilitation techniques									
4. Cultural competency									
5. Teamwork - functions, norms, responsibilities									
6. Conflict resolution									
7. Problem solving and decision making									
<b>Competency B:</b>									
1. Action and professional development plans									
2. Credentialing and related supervision requirements and procedures									
3. Performance motivation, measurement and appraisal									
4. Staff assessment and development systems related to prevention standards and competencies									
5. Standard operating procedures and reporting requirements							X		
6. Goal setting and strategic planning							X		
7. Tracking and coordinating budget and funding; resource (labor, materials, overhead) costs									
8. Relevant laws, standards and compliance measures									
9. Computer applications									
<b>Competency C:</b>									
1. Leadership and supervisory models									
2. Organizational development and change management									
3. Staff and program accountability measures									
4. Meeting management									
5. Team building									
6. Coaching and mentoring techniques									
7. Time management									

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## Domain 6: Program Management and Supervision

Current Standardized Courses offered by Life Link									
Long Term	Emotional	Effects of	Childhood Trauma	Underage	Drinking				

### Competency A:

1. Communication strategies								
2. Presentation techniques								
3. Meeting/group facilitation techniques								
4. Cultural competency								
5. Teamwork - functions, norms, responsibilities								
6. Conflict resolution								
7. Problem solving and decision making								

### Competency B:

1. Action and professional development plans								
2. Credentialing and related supervision requirements and procedures								
3. Performance motivation, measurement and appraisal								
4. Staff assessment and development systems related to prevention standards and competencies								
5. Standard operating procedures and reporting requirements								
6. Goal setting and strategic planning								
7. Tracking and coordinating budget and funding; resource (labor, materials, overhead) costs								
8. Relevant laws, standards and compliance measures								
9. Computer applications								

### Competency C:

1. Leadership and supervisory models								
2. Organizational development and change management								

3. Staff and program accountability measures								
4. Meeting management								
5. Team building								
6. Coaching and mentoring techniques								
7. Time management								

**Training Title**

1	Evidence-Based Prevention
2	Infant and Early Childhood Development
3	Prevention Generalist Training
4	Synar: Merchant Ed
5	Synar: Compliance Check Training
6	Ethics for the Prevention Professional
7	Evaluation for the Rest of Us
8	Substance Abuse Series: Basic Drug Overview
9	Substance Abuse Series: Alcohol
10	Prevention Practices Related to the Long Term Emotional Effects of Early Childhood Trauma
11	Underage Drinking
12	MDS (Minimum Data Set) Training

\* These are not the only trainings offered by Life Link, they are however the only ones that have been standardized, meaning they have set objectives or an actual curriculum has been developed.